

Obtaining Your Private Investigator's License



Orion
agency inc.

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**So you want
to be a PI...**

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Private investigator. Private detective. Do these terms bring forth visions of someone hiding in a darkened doorway sporting a trenchcoat, hat pulled over his eyes for added obscurity, doing surveillance work or maybe tailing someone for a client? Of course, while there may be spots of excitement for a private investigator, on the whole, the daring chase scenes, shoot-outs and knock-down, drag-out fights are better left for *Magnum P.I.*, or *Simon & Simon*.

A private investigator is one who is in the business of private investigation, as an individual, a partner, or an officer of a corporation. Conducting an investigation may involve:

1. obtaining information on the identity, habits, conduct, movements, whereabouts, affiliations, transactions, reputation, credibility, or character of any person;
2. locating and recovering lost or stolen property;
3. determining the cause of or responsibility for any libel or slander, or any fire, accident or damage to property;
4. obtaining evidence for use in legislative, administrative, or judicial investigation or proceeding.

Under a certain classification of investigator's license, you may furnish watchmen, guards, private patrolmen, or other persons whose primary duties are to protect persons or property (bodyguards).

OUTLOOK

Due to increasing populations, a rising divorce rate, and a higher rate of crime, there will be a definite need for more private investigators.

Because there are no specific training programs for private investigators, the most accepted way to gain experience in this field is by serving an apprenticeship to a private detective agency or the security department of a major store or corporation.

The job outlook for those persons having training in law enforcement is better. Many police officers find a natural progression in becoming a private investigator.

GENERAL NOTE

In several places in this book you will note that references are geared to laws and procedures in the state of Ohio. You will find that these facts generally hold forth for the remainder of the United States as well. Where there is a great difference, or one worth mentioning, you will find it listed under the synopsis for each state at the back of this book.

CLASSIFICATIONS

Generally, you will find that three different licenses are issued which fall under the classification of private investigator. Those would be:

- A—Investigation and Watch/Guard.
- B—Investigation Only.
- C—Watch/Guard Only.

EXAMINATION

Several weeks after submitting your application for a Private Investigator's license, if your application is filled out to the satisfaction of the Division of Licensing, you will receive a notification of your examination date in the mail. Section 1301:4-5-09 of the Ohio Revised Code, on Examinations, states:

- A. An applicant must take the license examination at the time and place appearing on his notice. If the applicant fails to appear for such examinations, except as provided herein, his file shall be closed and a new application together with a new fee shall be required.
- B. If the applicant's failure to appear for the examination to which he is admitted is due to illness, evidenced by a doctor's certificate sent to the Division of Licensing prior to the date of such examination without additional fee. No applicant shall be excused from taking the scheduled examination for any other reason than illness unless, in the division's judgment, the applicant would suffer undue hardship thereby.

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The examination will include testing general knowledge of:

- A. private sector security procedures
- B. laws pertaining to security/safety
- C. fire safety and plant safety
- D. fire-extinguisher requirements and fire laws, etc.

The examination for private investigator in Ohio is allotted two hours.

PREPARING YOURSELF

Even though you may have the type and amount of experience required by the state in which you wish to operate, it is possible that you will be unfamiliar with some of the areas covered in the examination. For example, if your area of experience has been that of taking accident statements from witnesses for the detective agency that you are employed by, you will probably be unfamiliar with more technical police terms. If you are now a police officer, chances are that you will not be familiar with terms used in arson cases, or different types of fire extinguishers and their uses. What to do? Since you will have been informed of the general context of the examination through this publication, you will know what to study when you hit the library. The librarian will be more than happy to help you find the study information you need.

Attention: You must keep in mind that the questions listed here are *samples*. These examples are demonstrations of *general areas of knowledge* that you must be acquainted with in order to pass the examination for private investigator. Publication of exact examination questions is unethical and against the law.

SAMPLE EXAMINATION QUESTIONS

1. Rape is a crime of:
 - A. Violence
 - B. Anger
 - C. Passion

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2. The "body of the crime" is:
 - A. Corpse
 - B. Modus operandi
 - C. Corpus delicti
3. Which of the following has the lowest flash point?
 - A. Gas
 - B. Kerosene
 - C. Petroleum ether
 - D. Alcohol
4. If your guard sees an assault in progress with a weapon involved, he should first:
 - A. Stop the assault so that no further injuries occur
 - B. Fire a warning shot
 - C. Call police
 - D. Go back to his TV
5. The minimum age to hold a PI license is:
 - A. 18
 - B. 21
 - C. 25
6. Minimum experience necessary to obtain a private investigator's license is:
 - A. 3 years
 - B. 5 years
 - C. 2 years
7. When there's no witness to a crime, evidence obtained is:
 - A. Real evidence
 - B. Circumstantial
 - C. Real and circumstantial
 - D. None of those mentioned
8. Since most states do not require fire safety for guards:
 - A. Don't bother training.
 - B. It's not your problem.
 - C. Caution and good sense require it.
9. A person with a private police commission may arrest when:
 - A. A misdemeanor is committed, not in his presence
 - B. Felony not in his presence, but witnesses there

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- C. Misdemeanor committed in his presence
 - D. B and C
 - E. All of the above
10. The number of persons necessary to have rioting is:
- A. 5
 - B. 20
 - C. 10
 - D. No figure necessary
11. The type fire extinguisher usually used on electrical fires is:
- A. Water
 - B. Foam
 - C. Dry
12. The state official or office in charge of private investigator's licensing is:
- A. Division of Commerce
 - B. Attorney general
 - C. Director, Police Chief's Association
13. The following crimes are arsons:
- A. Burning house
 - B. Burning garage
 - C. Burning car
14. The age normally considered adult in a crime is:
- A. 18
 - B. 16
 - C. 21
 - D. 18 male, 16 female
15. The person, if a juvenile at the time of crime but adult at time of arrest, is tried in which court under normal circumstances?
- A. Juvenile court
 - B. Municipal court
 - C. Court of Common Pleas
16. If the crime is a felony which judicial bodies are involved?
- A. Muny court
 - B. Court of Common Pleas
 - C. Grand Jury

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- D. All of the above
- 17. A commissioned security officer is permitted to carry his weapon:
 - A. On property he is commissioned on
 - B. To and from work
 - C. Any time as long as he has his commission
 - D. A and B
- 18. Fingerprints are what kind of evidence?
 - A. Real evidence
 - B. Circumstantial evidence
 - C. Crime Lab evidence
 - D. Culpable evidence
- 19. A commissioned security officer, if ordered by a law-enforcement officer to assist him, must do so:
 - A. At all times
 - B. If he won't be late for work
 - C. If he is commissioned where the officer is
 - D. Only if there is not unreasonable danger to his person
- 20. A PI license can be revoked for:
 - A. Being convicted of a crime of moral turpitude
 - B. Being convicted of a felony
 - C. Perjury
 - D. Failure to obey lawful police order
 - E. A, B, and C
- 21. When working in a municipality, a PI must notify local authorities:
 - A. Within 24 hours
 - B. Immediately
 - C. In writing
 - D. Within 12 hours
- 22. In order to have guards and private investigations you must have license classification:
 - A. A
 - B. B
 - C. C
 - D. ABC
- 23. The following employees are required to have ID cards:

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- A. Permanent employees
 - B. Employees that work "plain clothes"
 - C. Officers of the corporation
 - D. All employees involved in "field" duty
24. Written reports must be furnished the client:
- A. In all cases
 - B. At client's request
 - C. Only after 30 days have lapsed
25. A written contract stating that the client has legal right to the information he requests is necessary:
- A. In all cases
 - B. In cases where criminal activity is present
 - C. Only if the client requests it
26. Generally if a crime is punishable by more than one year's imprisonment, it is:
- A. Misdemeanor
 - B. Felony
 - C. Capital crime
27. If a crime is punishable by more than a \$1,000 fine, it is:
- A. Misdemeanor
 - B. Minor misdemeanor
 - C. Felony
28. The amount of training necessary to obtain a private police commission is:
- A. 200 hours
 - B. 240 hours
 - C. 320 hours
 - D. 120 hours
29. The amount of "hands on" firearms training necessary to obtain a private police commission is:
- A. None
 - B. 20 hours
 - C. 8 hours
30. Uniform approval is necessary from:
- A. State
 - B. County
 - C. Any community where work is performed

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31. On a uniformed security officer, how many identification patches are necessary?
- A. One
 - B. Two
 - C. None

ANSWERS TO SAMPLE EXAMINATION QUESTIONS

1. A. Psychologists' investigations reveal: "Rape is a crime of violence, as many times the physical act of ejaculation is not necessary."
2. C. Corpus delicti. Latin, roughly meaning "body of the crime."
3. C. Petroleum ether. Used by professional arsonists for years.
4. C. First priority is to call the police.
5. A. No specific age is mentioned in Ohio regulations. A few states say 25, many 21, and some 18; however, it would be a very hard trick to be 18 and fulfill the experience requirements. Check rules for your state.
6. C. Two years (verifiable by references—they *are* checked). This is for Ohio; different states have different time requirements, ranging from zero experience to five years.
7. C. Both apply. For example, fingerprints, real evidence. A person leaving the area would be circumstantial.
8. C. If a fire occurs and your guard does not respond properly, you may be held liable for your negligence.
9. D. Note: If witnesses are cooperative (in A) papers may still be obtained at the prosecutor's office. No physical arrest may be made unless a misdemeanor is witnessed.
10. D.
11. C.
12. B. Attorney general, but in most cases he delegates this authority to the division of licensing or police agency.
13. A, B, and C. Any crime involving fire or of an explosive nature is arson.

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14. A. Under some circumstances, such as a long police record or heinous crime, age can be lower.
15. A. Unless circumstances in #14 apply
16. D. All of them
17. A and B. You also must be careful about concealment in your particular area.
18. A. Physical evidence which "can be seen"
19. D. If undue danger is imminent, he can call for assistance for the police officer.
20. E. Also, any procedure you perform that the local police do not like can be cause for a hearing.
21. D. However, this may differ in varied municipalities.
22. A. Classification A covers both private investigations and watch/guard.
23. D. All employees excluding clerical help.
24. B. Some clients wish no hard evidence to be subpoenaed.
25. A. You must have this in all cases. At any rate, it helps to protect you.
26. B. Felony
27. C. Felony
28. D. 120 hours, but legislation is in process to change this to higher amounts.
29. C. The amount of "hands on" firearms training necessary is 8 hours.
30. C. They must be distinctly different from law-enforcement uniforms.
31. A. It must be on the left shoulder, and should not contain abbreviations, unless the uniform has a blazer, in which case the patch may be on the left breast pocket. (This is by law. However, we recommend a patch on *each* shoulder.)

FINGERPRINTING

You will need three complete sets of fingerprints. Included in the application packet provided by the state will be fingerprint cards. Your local police department will do the finger-

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printing for you. As a courtesy to the department, call first and find out what time will be most convenient for them, and what their slowest period of the day is. Fingerprinting is time-consuming. Be prepared to pay a fee for this service, usually several dollars per card. When you are ready for printing, either roll your sleeves up or wear short sleeves. The ink used in the process can be very messy. Leave hand jewelry at home or remove it for more comfort for both you and the officer during fingerprinting. Remember, fingerprints *must* be taken by a law-enforcement agency and signed by the officer doing the procedure.

It is important to be relaxed and to let your hand and wrist move freely when the officer is taking the prints. Prints are taken by rolling the first joint of the finger sideways from nail to nail on the fingerprint card.

Specific printing cards are used by the division of licensing for this purpose, and it is important to get the fingerprinting done with no errors and with clear prints. Local authorities may use different cards, and your application will be held up while waiting for more of the correct forms to reach you.

If you plan a corporation or a partnership, each officer or partner involved will need two complete sets. As employees are hired, and before they begin their jobs, their fingerprints must be registered with the division of licensing. By the time you begin hiring your employees, you will be well familiar with the procedure of fingerprinting.

MUG SHOTS

These are not really mug shots, but identification photos to be attached to your application form. You will be instructed where to attach these photos. Some forms will have an area boxed in for this purpose. These photos may be taken anywhere that is convenient, or somewhere offering fast service. These pictures are simply Polaroid pictures that may be trimmed to the required size, usually but not always, two inches by two inches. These must be full-face photos.

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CHARACTER REFERENCES

You must submit five character references. (Remember, this applies to Ohio. Some states require different amounts and types of references, while some ask for none. Check your state.)

Each of these references will have known the applicant for at least five years preceding the application, and may not be connected with the applicant by either blood or marriage. Possibilities for these references may be: your immediate supervisor at work, a long-time friend, your lawyer, or any reputable citizen who can attest to your good character and has known you for a minimum of five years. These references are to be in letter form and signed by the individual. Make sure each reference includes his complete name and address. Their phone number is also a smart thing to include. These letters must be included along with the other forms included in the packet of required forms for private investigator (fingerprint cards, insurance forms, etc.).

FIREARMS

Before beginning this section, one fact must be securely implanted in your medulla. In 99 percent of the situations, depending on your area of operation, being a holder of a private investigator's license offers *no right to carry a firearm, concealed or otherwise*. In this regard, the holder of a private investigator's license has no more right than the average citizen.

In order to obtain the privilege of carrying a firearm, it is first necessary to obtain a private police commission. If your particular municipality does not have a private police commission (most of them do), check with local authorities and see if one from a nearby community will do.

In order to qualify for a private police commission, you must have adequate training, both legal and firearm. Most jurisdictions have minimum training necessary to obtain a commission, the mean being 120 hours. In several states,

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though, legislation is in action to increase this requirement.

If you work in a large metropolitan area, you will find that if you work in fifteen mini-burbs, if they offer a commission, you will be the proud owner of fifteen commissions! Also, a good thing to remember is that most states allow you with a commission to carry a firearm *only* while working, or to and from work. I know, "How do these guys know when I'm working?" Oh, well. . . .

Another idiosyncrasy about commissions: When you obtain your commission, research it completely. In some cities, a police badge is issued with a special number to denote private police. In some cities being a holder of a private police commission requires you by law in the case of a major emergency to report to the authorities and assume any duties they deem necessary. In most cases holding a private police commission gives you the general powers of arrest afforded a municipal law-enforcement officer. This is true only of where your commission states you may work. Some require specific places of employment—"Honest Joe's Drugs," for example. Others, if you are in the investigative field rather than guards, can cover the entire community. For those starting guard services, keep this in mind: Some small communities do not allow guards at all! Some areas require that any need for guards be channeled through the local police department. If the request for guards cannot be met by off-duty police or is not lucrative enough for them, then, on a case-by-case basis private guards are allowed, but they are strictly regulated.

MINIMUM AGE

When age is stated as 18 or 21, this refers to the "age of majority." It would be a very hard trick to be 18 years old and have completed the experience required to be licensed as a private investigator. However, there *are* several states which have no regulations or laws for investigators; therefore, no minimum age or experience is required.

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FEES

All the states have a schedule of fees, such as license fee for individual, corporation, and partnerships; examination fee; application fee; and fees for licensing each employee. Even in the states where no PI license is required, there will still be general business license fees to be paid. Check in the back of the book for your individual state.

INSURANCE

The applicant for private investigator must show financial responsibility. To demonstrate this responsibility, the state requires adequate insurance (though different amounts in different states). Sec. 4749 of the Ohio Revised Code states: "4. He submits evidence of comprehensive insurance coverage or such other equivalent guarantee as approved by the Director of Commerce, but not less than one hundred thousand dollars for each person and three hundred thousand dollars for each occurrence for bodily injury liability, and one hundred thousand dollars for property damage liability."

This insurance is strictly liability insurance and does not cover firearms, which will come later, and will be much more expensive.

There will be a special form to be filled out by your insurance company, called an insurance binder. The state wants this form filled out in a specific way. The best way to achieve this is to provide your insurance company with the sample copy of this form so that no errors are made. If the form is not filled out to specification, your application will be held up. The insurance binder must be included with the rest of the forms (fingerprint cards, completed application, etc.).

SURETY BONDS

An alternative to general liability insurance is a surety bond. In the state of Ohio, the applicant may submit a cor-

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porate surety bond in the principal amount of not less than \$400,000 (instead of general liability insurance). You will find by examining the Yellow Pages that companies handling surety bonds specialize in this field, usually separate from general liability insurance companies. A good company to call would be one advertising "Surety Bonds." All surety bonds filed with the division of licensing are to be uncancellable during the term for which the license is to be valid (must be prepaid).

The difference between liability insurance and a surety bond? With liability insurance, it is assumed that eventually a claim will be made and for "X" amount of dollars per year they are prepared to cover that loss and claim for you.

With a surety bond, the assumption is that there will be no losses. The bonding company assures the state that if there are any judgments against you, it will be prepared to cover that loss. *But* you will have to reimburse the bonding company for its loss. Not only must you pay the damages, but in order to qualify for the surety bond, you must show adequate collateral and pass a very stringent credit check.

BADGES AND UNIFORMS

In relating to guard uniforms, most states allow badges as long as they don't resemble the badge of a sworn police officer. Some states do not allow badges at all. In the states where badges are not allowed, a sewn-on patch over the left breast pocket is recommended. Many states okay badges for uniformed personnel but not for "plain clothes" employees.

State by State

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The following pages consist of a synopsis for each state, covering specific information that is especially important in that individual state. Some states have very lenient requirements and therefore have short notations. Other states are very rigorous in their requirements and command more space. For complete application packets from your particular state, write to the address as noted for each state of the union. You can write that department, or in some cases, as we did, call. There's usually no fee for the application packet.

ALABAMA

Address: License Commission
Courthouse
109 Government
Mobile, AL 36602

Age: 18

Experience Required: None. All that is required for licensing as a PI in Alabama is payment of license fee.

Insurance Requirements: None. Liability insurance is strongly suggested.

Fees: Detective agency: \$151. The business, not the individual, is licensed here.

Collections: \$151

Other Licensing: For watch guard and watchdog, no license is required.

Firearms: Regulations for firearms are dealt with through sheriff's department in local areas.

Note: Information related here is for state/county. The License Commission advises that some larger metropolitan areas do regulate PIs. No examination.

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ALASKA

Address: State of Alaska
Department of Law
Pouch K
State Capitol
Juneau, AK 99811

Regulations: There are no statutes and regulations directed specifically at private investigators in the state of Alaska. The attorney general's office is quick to point out, however, that private investigators are subject to the same general laws as are all others. Business laws to be adhered to are administered by the Division of Public Services, Department of Revenue, 1111 W. 3th, Juneau, AK 99801.

ARIZONA

Address: Arizona Department of Public Safety
2310 North 20th Ave.
P.O. Box 6638
Phoenix, AZ 85005

Residency: One year resident of Arizona; citizen of U.S. or legal resident

Age: No specific age mentioned

Experience: Private investigator, three years investigative experience; security license, one year

Insurance: Surety bond in the amount of \$2,500. An application for an original or renewal agency license shall provide a current certificate of a liability insurance policy issued by an insurance company licensed to do business in Arizona.

Insurance Amounts: At least \$100,000 for any one person and an aggregate total of at least \$300,000

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Fees: \$100 with PI application

License fee: \$100

Renewal fee: \$50

Fingerprinting: \$12

Security agency: \$350

If your agency should reclassify or reconstruction takes place, there's a \$100 fee.

Badges: Must be approved by the Director of Public Safety

Other: The applicant must be familiar with the rules and regulations governing private investigators; however, no examination is mentioned.

ARKANSAS

Address: Arkansas State Police
#3 Natural Resources Drive
P.O. Box 5901
Little Rock, AR 72215

Age: 21

Citizenship: U.S. citizen

Education: High school grad or equivalent

Experience: For both investigative and security applicants, two years of related experience

Licenses:

1. *Class A:* Investigations company. Fees: \$300; renewal, \$100
2. *Class B:* Security services contractor license. Fees: \$300; renewal, \$100
3. *Class C:* Covering operations included in A and B. Fees: \$400; renewal, \$150
4. *Class D:* This classification seems to be unique in that this is a special license covering a single individual operating as an investigator with no other employees required to be licensed or registered. Fees: \$150; renewal, \$50

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Insurance:

Class B and C guard company: Liability insurance of not less than \$100,000

Classes B or C armored car company: Continuing policy of armored car cargo insurance of not less than one million dollars

Classes A and D: No insurance minimum noted, but general liability insurance is generally required

Examination: For classes A and D, the examination consists of 50 questions, both True or False and fill-in. Covered areas will be laws governing private investigators in Arkansas, criminal statutes, and report writing. Sources covered in the examination are listed in the literature obtained from Arkansas State Police: Arkansas Statutes 71-2122-71-2162; rules set forth by the Arkansas Board of Private Investigators and Private Security Agencies: "Arkansas Statutes—1947 Annotated," Volume 4, 1977, and Arkansas Private Security Officer Training Manual. A score of 70 is required to pass the exam.

Guard Classifications: All employees except office employees of a security service are required to obtain a security officer commission or a private security officer pocket card. Prescribed training must be completed and required examinations passed.

Subjects Covered: Orientation to private security, legal authority of private guards, rules and regulations and ethics in private security, note taking and report writing. Armored car personnel and courier personnel training covers: rules and regulations and ethics in private security, protective transportations, armored car operations, shot-gun familiarization, and complete firearms training.

Badges: Private investigators may not carry metallic badges. Guards may carry approved metal badge or cloth insignia.

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CALIFORNIA

Address: Department of Consumer Affairs
Bureau of Collection and Investigative Services
1920 20th Street
Sacramento, CA 95814

Age: 18

Experience: Three years' investigative work or equivalent in field. If a degree is held, two years' experience required. For private patrol, one year of experience is required along with a course in powers of arrest, and carrying and use of firearms. Must have baton training course to carry a night-stick. Must be trained to carry mace, if mace is carried.

Fees: Application fee for PI or private patrol: \$25

Branch office: \$15

PI license fee: \$100

Private patrol license fee: \$200

Private investigator license fee: \$250

Registration fee for employees: \$12

Renewal: \$7

Firearms qualification fee: \$15

Requalification fee: \$10

Baton fee: \$10

Examination fee: \$10. (Examination given every two months. If exam is failed, application must be made for reexamination.)

Other Fees: A fee is charged by the state of California Investigative Services for a copy of the PI Act. (We were charged \$3.18.)

COLORADO

Correspondence from the Division of Commerce and Development in Colorado states: "The Colorado attorney general's office advises that the state no longer licenses private investigators." They say you should contact the

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police departments in the individual cities. Addresses for all local police departments may be found in the library in the reference section.

CONNECTICUT

Address: State of Connecticut
Dept. of Public Safety
Division of State Police
294 Colony Street
Meridian, CT 06450-2098 (Special Service)

Age: PI or guard license holder must be 25 years old.

Experience: Five years' related experience for private investigator, or guard service for guard license. Four years of related schooling may be substituted for up to four years of required experience.

Insurance: \$10,000 surety bond

Fees: Initial fee for private investigator or security license holders, \$400; renewal, \$30

Initial fee for agency, \$500; renewal, \$400

For an individual holding both PI and guard license:
initial fee, \$400; renewal, \$250

For an agency holding both PI and guard license:
\$500; yearly renewal, \$300

Employees must be registered immediately upon hiring; \$10 registration fee per employee.

Note: Connecticut prohibits *any* person ever convicted of a sexual offense from being in this line of employment.

Age: Assistants or guards hired must be at least 18 years old.

Patches: Patch of guard uniforms must either say Watchman, Guard, or Patrol.

Badges: Private investigators may not carry or use badges.

Attention: The state of Connecticut prohibits law-enforcement officers from being a PI or guard license holder, or even a member of the corporation (officer holder).

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Firearms: The individual must have approval from the Commissioner of Public Safety to carry firearms. To get this permission, the individual must show proof of completion of an approved training course. There is a \$25 fee for a permit to carry firearms; renewal every 5 years.

Written notice to the state or municipality must be made in regard to location of guards carrying weapons. Persons 18 years of age may carry firearms with stipulated training. *We do not recommend under 21.*

Examination: None noted

DELAWARE

Address: Delaware State Police
P.O. Box 430
Dover, DE 10093

Age: 25. No one under the age of 21 may work for the agency; 21 to carry firearms.

Experience: Must have at least five years' experience as an investigator or as a police officer with an organized police department in this or any other state, county, or municipality or with any investigative agency in the U.S.

However, no member of a police agency with the authority to uphold or enforce any criminal law or statute of the state of Delaware, or any law of the United States, will be permitted to obtain a private investigator's license. Nor may he participate in the business in any way. The only exception to this is if the officer is on "terminal leave," and the applicant will not be reporting to work on a scheduled basis. The applicant must surrender his weapons, uniform, badge, and identification.

Character: The applicant must submit five written references from reputable citizens.

Fees: Application fee: \$25 with a \$22 fee to be paid at time of fingerprinting
License fee: Company, \$300; individual, \$200

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Duration of License: Two years

Insurance: Individual, \$5,000 surety bond; company, \$10,000

Badges: Private investigators may not use badges; uniformed guards must denote "Guard" on their badge.

Mandatory Firearms Training Program: "... no person duly licensed by the Board shall be permitted to carry a pistol, revolver, or any firearms, prior to the completion of a course of instruction as designed by the Division of the Delaware State Police. Instruction shall include, but not be limited to, safety, use of deadly force, and marksmanship training. . . ."

This rule does not permit the carrying of concealed weapons.

Examination: None

FLORIDA

Address: Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, FL 32302

Minimum Age: 18

Experience: At least two years' experience in performing the type of service permitted under the agency license applied for.

Class C must have two years' experience or training in one or a combination of more than one of the following: private investigations work or related fields, college course work and seminars related to private investigation. No more than one year may be used from this category, or work as a Class CC licensed intern.

Class E. In addition to other requirements, a Class E applicant must have one year of work experience performing repossessing, one year as a Class EE repossessor intern, or a combination of one year of work experience and internship.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Class G. In addition to other requirements, an applicant must satisfy minimum training criteria for firearms established by the rules of the department, which consists of not less than eight or more than ten hours of range and classroom training, and demonstrate fitness to carry a firearm based on a complete background investigation by the department of the applicant's police record and general character.

License Classifications:

Class A—Private investigative agency

Class B—Guard agency

Class C—License for individual private investigator

Class CC—Class C intern

Class D—Guard license for individual

Class E—Repossessor license

Class EE—Class E intern

Class G—License to carry weapons statewide

Note: Classes C and D are the only classifications permitted to use or carry firearms.

Fees:

Class A: \$300

Class B: \$300

Class C: \$50; if A is held, no charge for C

Class D: \$30; if B is held, no charge for D

Class E: \$50

Class GBB (Branch Office): \$75

Class G: Statewide gun permit, \$75

Insurance: A certificate of insurance with comprehensive general liability coverage for death, bodily injury, and personal injury. Coverage shall also include false arrest, detention of imprisonment, malicious prosecution, libel, slander, defamation of character, and violation of the right of privacy in the amount of \$100,000 per person and \$300,000 per occurrence and property damage in the amount of \$100,000 per occurrence.

Examination: No examination noted

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

GEORGIA

Address: State Board of Private Detectives
166 Pryor St., N.W.
Atlanta, GA 30303

Minimum Age: 18

Experience: Private investigator, two years in a related field (as an investigator for a company, or as a police officer, etc.)

Security Applicant: Must have two years of experience in a *supervisory* capacity.

Fees: Company: \$210
Individual: \$210
To register an employee: \$25
Permit to carry weapon: \$20

Insurance:

Company: \$25,000
Individual: No insurance is required by the state for individual licensees, although the applicant should protect himself adequately.

Examination: None given

HAWAII

Address: Department of Commerce & Consumer Affairs
P.O. Box 541
Honolulu, HI 96809

Minimum Age: 22

Experience: Employment with a private investigations firm for four years or a police officer for four years. Or an investigator with a state or local agency. For guard license, same stipulations as for private investigations license required.

Education: High school diploma or GED

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Exam: Given on rules and regulations governing private investigators. Passing grade: 75 percent. (Exam fee charged but amount not specified.)

Fees: Private investigator's license: \$37.50
Guard license: \$37.50

Insurance: \$5,000 surety bond

IDAHO

Address: State of Idaho
Office of the Attorney General
Boise, ID 83720

You can also contact sheriff or police chief of the municipality in which you plan to do business.

Licensing: Idaho has no statutes requiring a license on a state level. Some Idaho counties and cities do have ordinances requiring licensing to function in this field.

Permit to carry a concealed weapon needed (of course). Permit obtained from municipality in which business is to be done.

Counties Licensing PI Applicants: Ada, Canyon, Kootenai and Bonneville.

ILLINOIS

Address: State of Illinois Department of Registration and Education
320 West Washington, 3rd Floor
Springfield, IL 62786

Age: 21

Citizenship: U.S. citizen or resident alien

Experience: Minimum of three years of the last five working full-time for a licensed PI agency or law-enforcement agency. If a degree is held, two of three years may be substituted.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Security Applicants: Same as for PI, except in security field. The applicant may never have been declared incompetent by a court by reason of insanity, physical defect or disease, unless a court has since declared him competent.

Classes:

- A: Private detective
- B: Private security contractor
- C: Private alarm contractor
- Class 1: Private detective agency
- Class 2: Private security agency
- Class 3: Private alarm agency

Fees: Filing fee for exam: \$25 plus cost of examination (cost not given)

Initial issuance of individual license: \$100

Initial issuance of branch office certificate: \$25

License of applicant licensed in another state or country: \$100

Renewal of license: \$50 every two years

Application fee for registered employees: \$5

Processing fingerprint cards: not to exceed \$15

Insurance: General liability, not less than \$100,000 per person; \$300,000 for each occurrence for bodily injury; \$50,000 for property damage

Examination: Examination includes "... subjects reasonably related to the activities licensed so as to provide for the protection of the health and safety of the public ..."

INDIANA

Address: Indiana State Police Department
Indianapolis, IN 46204

Age: 21

Citizenship: U.S. citizen

Residency: Resident of state, unless PI license held elsewhere

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Experience: Two years' experience required in a related field

Fees: \$75 per year plus \$5 per employee

License Duration: Two years. An agency solely involved in industrial security is not required to have a PI license.

Insurance: \$5,000

Examination: None noted

IOWA

Address: Department of Public Safety
Administrative Services Division
Private Detective Licensing Section
Wallace State Office Bldg.
Des Moines, IA 50319

Minimum Age: 18

Experience: No previous experience requirements noted

Fees: Private investigator's license: \$100

Private security license: \$100

Combined license: \$200

For each employee identification card: \$30

License Duration: Two years

Insurance: Surety bond: 1 to 3 employees, \$10,000; 4 to 30 employees, \$25,000; more than 30 employees, \$50,000

Applicant Information: Applicant may not be a law-enforcement officer at the time of application. However, Senate File 449, Section 2, New Section 80A.3, Persons Exempt, states, "A peace officer engaged in the private security business or the private investigation business with the knowledge and consent of the chief executive officer of the peace officer's law enforcement agency."

The spouse of an applicant must also meet all the same requirements.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Examination: Given quarterly. Anyone owning more than 10 percent of the business, partners, officers of corporations, and any active participants in the business must also take the exam.

Written Reports: A written report shall be presented to each client. Should the client choose not to accept this report for any reason, time and date of refusal is to be noted, and the report must be kept in the business files for three years.

Company Files: Subject to inspection by the commissioner at all times

Weapons: A person may be issued a permit to carry weapons when the person's employment reasonably justifies that person going armed. Permit is obtained from the Commissioner of Public Safety. The permit shall authorize the person to whom it is issued to carry weapons while engaged in the employment and going to and from work. This permit is good throughout the state.

KANSAS

Address: Board of Investigators
1620 S.W. Tyler
Topeka, KS 66612

Experience: No specific amount of previous experience is stated by Kansas; however, the amount of experience the applicant has had working in the private investigator or security field will be taken into account when the application is examined.

Fees: Company: \$120 yearly

Individual: \$120 yearly

If both licenses are held, the applicant has to pay only one \$120 fee.

Fee for registering employees: \$18

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Firearm Permit: \$10 yearly. May be obtained after training is completed from a source certified by the state of Kansas.

Insurance: \$10,000 liability insurance or surety bond

Examination: An *open book* examination is given on the statutes of Kansas. One hour is allotted for this. At the end of the allotted time for the exam, applicant is given an oral interview, after which, if both exam and oral interview are satisfactory, the applicant will receive his license immediately.

Background Check: The Kansas Board of Investigators stresses very strongly that the background check of the applicant is thorough and results will reflect on the decision of the Board whether to license or not. This background check takes approximately 30 days.

Note: Applicant may not be a commissioned police officer and hold a private investigator license at the same time. You may hold your commission until you take the exam, but upon being approved for your PI license, your commission must be relinquished.

KENTUCKY

Address: Commonwealth of Kentucky
Justice Cabinet
Office of the Secretary
Frankfort, KY 40601

Licensing Information: Information from the Justice Cabinet states: "Kentucky does not require or now have a license requirement for private security guards or investigators and *no authority is given them by the state.*"

Some municipalities in Kentucky have local ordinances pertaining to the private security profession. Inquiries should be directed to the city and/or county attorneys within the operating or interested area.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Special Local Peace Officers: As information, Kentucky has a statute (KRS 61.360) which provides for the commissioning of qualified individuals as special local peace officers. Owners of property must request and submit applications in behalf of the individuals. The background investigation includes an interview and fingerprinting session. The jurisdiction (authority) is limited to keeping the peace on the owner's property (one location) and protecting it from waste or destruction.

LOUISIANA

Address: Police Department
300 North Boulevard
P.O. Box 2406
Baton Rouge, LA 70821

State Requirements: Correspondence from Louisiana's police legal advisor states: "Please be advised that the state of Louisiana has yet to enact any legislation relative to the regulation of private detective agencies or security guard services. Every legislative session considers a bill which would do so, but none has yet mustered sufficient votes to pass.

"At present, the legal age for entering into contracts in the state of Louisiana is 18. There are presently no insurance requirements relative to going into the detective business itself. There are various requirements relative to obtaining a license to carry a firearm. These requirements are individual as to particular parishes which are anal-counties . . ." (Regular counties in most states.)

Fees: Annual occupational license, \$75

MAINE

Address: Maine Department of Public Safety (State Police)
36 Hospital Street
Augusta, ME 04333

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Age: 18

Citizenship: Citizen or resident alien

Education: High school grad or GED

Military Experience: No dishonorable discharge

Experience: One year related experience

Weapons: Firearms training required

State Residency: Residency waived for PI license holders in other states *if* the other state waives same for Maine PI license holder

Insurance:

Resident: \$1,000 bond

Nonresident: \$50,000 bond

Investigative assistant: \$20,000 bond; cannot employ more than three investigative assistants

Fees: Original license: \$200; \$50 with application and \$150 on issuance of license
Renewal fee: \$100

License Duration: One year

Investigative Assistant: \$300 (\$100 with application and \$200 upon issuance). Must pass examination.

Carrying Concealed Weapons: 18 years old, no felonies, no dishonorable discharge in the last five years

Fees: Original, \$15; renewal, \$5

Nonresident: \$100 plus \$100 each renewal; permit good for two years

MARYLAND

Address: Department of Public Safety and
Correctional Services
Maryland State Police
Pikesville, MD 21208-3899
(Licensing Division)

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Experience: Five years of related experience or three full years' experience in an investigative capacity or as a detective while serving as a police officer with an organized police department

Fees: Individual: \$400; renewal, \$200
Corporation: \$750; renewal, \$400

Employees: Each individual permanent and part-time employee of a licensee, acting as a detective or security guard, shall be registered and pay an application fee of \$50.

Insurance: Surety bond: individual, \$3,000; corporation, \$5,000

Badges: Must be okayed by Maryland State Police prior to use. Must not say "Special Police" or "Special Officer."

Examination: None noted

MASSACHUSETTS

Address: Department of Public Safety
McCormack State Office Bldg.
1 Ashburton Place, 13th Floor
Boston, MA 02108

Minimum Age: 25

Experience: Three years in a related field

Insurance: Surety bond: \$5,000

Fees: Original license fee, \$950; renewal, \$400

License Duration: One year

Badges: May be issued for uniformed personnel only. If guards are armed, a daily record must be kept as to the purpose of carrying firearms, and whether the guns are personal property or issued by the agency.

Strikes: Massachusetts has very strict rules dealing with strikes, strike-breaking, and union activities.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Examination: None administered

Criminal Record: Although persons are restricted from obtaining a private investigator's license in most states if the individual has been convicted of a felony in the last 20 years, Massachusetts will not license you if you have *ever* been convicted of a felony.

MICHIGAN

Address: Department of State Police
State Services Bureau
Private Security & Investigator Section
General Office Building
7150 Harris Drive
Lansing, MI 48913

Duration of License: Two years

Minimum Age: 25

Education: High school diploma

Military Experience: No dishonorable discharge

Experience: Three years' experience required

Fees: Individual: \$100

Business: \$200

Individual bond: \$5,000; business, \$10,000

Examination: None noted

MINNESOTA

Address: State of Minnesota
Board of Private Detective and Protective
Agent Services
1246 University Ave.
St. Paul, MN 55104

Minimum Age: 18

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Experience: Three years' experience in a related field

Residency: Resident for six months or license holder elsewhere

Fees: Individual: \$500

Partnership/corporation: \$850

Protective agent, individual: \$400

Protective agent, partnership/corporation: \$800

Insurance: \$5,000 surety bond

MISSISSIPPI

Address: Police Department
327 E. Pascagoula Street
P.O. Box 17
Jackson, MS 39205

State Guidelines: Information from Mississippi states:
"There are no specific state or local guidelines governing private investigators. Private investigators are not eligible for a state weapons permit, and therefore, cannot be armed."

There is a state statute governing privilege permits which mentions the duties of private investigation, investigations for private individuals or firms, gathering information, etc., but it does not list any qualifications.

Privilege License: The only requirement is that your firm obtain a privilege license. To get this, you must own or lease property zoned commercial (for office space) and pay a \$25 privilege fee. Questions regarding the privilege tax should be directed to State Tax Commission, Severance Tax Division, P.O. Box 1033, Jackson, MS.

MISSOURI

Licensing: Department of Economic Development states:
"The State does not license private investigators."

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

For More Information: Contact specific municipalities for local ordinances and regulations.

MONTANA

Address: Board of Private Security Patrolmen and
Investigators
1424 9th Ave.
Helena, MT 59620-0407

Age: 18 for security license; 25 for private investigator

Citizenship: Resident of U.S. Must have manager residing in this state.

Education: High school grad

Military Experience: No dishonorable discharge

Experience: Three years' related experience or degree in police administration

Badges: No badges permitted

Fees: No fees stated. Will be included in information/application pack.

Test: Test administered

NEBRASKA

Address: Secretary of State
Suite 2300 State Capitol
Lincoln, NB 68509

Minimum Age: 21

Experience: "... as the Secretary of State may deem necessary ..." Each case is judged and decided individually.

License Duration: Two years

Insurance: \$10,000

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Fees: Filing fee with application: \$25

License fee: \$50

License fee for agency: \$100

Note: If the Secretary of State makes an order which adversely affects the licensee, the licensee may appeal after posting \$200 bond.

Examination: None

NEVADA

Address: State of Nevada

Office of the Attorney General

Private Investigator's Licensing Board

Capitol Complex

Carson City, NV 89710

Minimum Age: 21

Citizenship: U.S. citizen or lawfully entitled to remain and work in the United States

Residency: Resident of the state of Nevada for at least six months

Experience:

Repossessor license: Five years as a reposessor or the equivalent thereof

Private patrolman: Five years' experience as a private patrolman or the equivalent thereof

Private investigator: Five years or the equivalent

Dog handler's license: Must be able to demonstrate to the satisfaction of the board his ability to handle watchdogs.

Process server's license: Two years as process server

Corporation: If a corporation, the application must be accompanied by a certified copy of the corporation's certificate of incorporation together with a certification from the Secretary of State that the corporation is in good standing.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Fees: Application fee: \$50. If exam is failed, another \$50 is charged to cover costs of reexamination.

Dog handler: An additional fee of \$25 for examination in the field. If exam is failed, a reexamination fee of \$25 is charged.

The Board may charge a fee of \$10 for instructions for applying for a license.

License fee: \$225 annually

Investigation of Applicant: An applicant shall deposit with the board at the time of making the application a fee of \$500 to cover the cost of an investigation of the applicant as the board considers necessary. Should the cost exceed \$500, the applicant is liable for costs up to \$750. This entire cost must be paid before taking the examination.

Insurance:

Investigators and repossessioners: \$10,000

Private patrolmen, process servers, and dog handlers: \$2,000

In addition, the board requires proof that the applicant has liability insurance: \$100,000 for the death or injury of one person in any one incident; \$300,000 for the death or injury of two or more persons in any incident; and \$20,000 for the damage or destruction of property of another in any one incident.

Examination: The board requires a written examination and *may* require an applicant to take an oral exam.

NEW HAMPSHIRE

Address: State of New Hampshire
Department of Safety
Hazen Drive
Concord, NH 03305

Age: 18

Qualifications: "No license shall be issued to any person until the director of state police is satisfied, from an exam-

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

ination of any application submitted to him including a reference check with the police department in the town where the applicant resides and such further inquiry and investigation as he shall deem proper, that the applicant is 18 years of age or older, is of good character as to integrity and reputation for honesty, has paid all fees and has posted a surety bond under RSA 106-F:9. An application for a license may be denied if the applicant fails to provide information as may be required, falsifies any fact or does not meet the required high standards concerning character as to integrity and reputation for honesty."

Fees: \$100 for one person for a license period of two years
\$400 for more than one person for a license period of two years

License (certificate): \$5

Insurance: \$5,000 surety bond

Examination: None noted

NEW JERSEY

Address: State of New Jersey
Department of Public Safety
Division of State Police
Box 7068
West Trenton, NJ 08625

Minimum Age: 25

Experience: At least five years' experience as an investigator or as a police officer with an organized police department, or with an investigative agency of the United States, or state, county or municipality

Fees: Individual license: \$250; renewal, \$200
Firm, association, or corporation: \$300; renewal, \$250
License for bureaus, branch offices or subagencies, or locations other than main office of a firm: \$300; renewal, \$200
Registering employees: \$15; renewal, \$5

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

License Duration: Two years

Insurance: Bond with a surety company: individual, \$3,000; firm, association, or corporation, \$5,000

References: Not only does the principal licensee need five references from reputable citizens, but each member of a corporation or partners in a partnership are required to provide these references also.

Note: New Jersey prohibits any person who is an active member of a police department of New Jersey or any other state from holding a PI license. Also prohibited are investigators with an investigative agency of the United States government or of any state, county, or municipality, nor can he be a member, officer, or director of any firm.

Examination: None

Badges: Guards may use badges, investigators may not.

Fees for Services: Private investigators in New Jersey are prohibited from working on a percentage basis (finder's fee); a schedule of fees must be initiated.

NEW MEXICO

Address: Bureau of Private Investigators
P.O. Box 2323
Santa Fe, NM 87503

Licensing Authority: Director, New Mexico Law Enforcement Academy, Bureau of Private Investigators

Minimum Age: Age of majority in New Mexico

Citizenship: U.S. citizen

Experience:

For "private patrol": two years

Private investigator: three years out of the last five, involved in *investigative* work

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Fees: License fee (owner's license): \$150

Individual PI license: \$150

Private patrol operator's license: \$125

Private patrol employees: \$10

Investigative employees: \$35

Interview: Any employee may be required to have an interview by the licensing authority at their discretion.

Insurance: \$2,000 surety bond

Wiretapping Regulations: Possession of devices commonly used for wiretapping or interception of telephone or tape conversations is grounds for revocation of license.

Badge: Allowed for uniformed personnel only. Patches at least two and one-half inches by one-half inch denoting "Security" must be worn on security uniforms, in addition to the regular patch worn on the arm, which is required.

Examination: Administered

Firearms: Anyone who carries firearms in execution of his duty must qualify through certified National Rifle Association firearms course.

Courses: Security guards must complete the security guard course given by the Law Enforcement Academy.

NEW YORK

Address: Division of Licensing Services
State of New York
Department of State
Albany, NY 12231-0001

Age: No minimum age specified

Experience: Three years for PI license; two years for watch/guard

Fees: Private investigator, individual: \$300

Partnership/corporation: \$450

Watch/guard or patrol: individual, \$150

Watch/guard or patrol: company, \$300

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Insurance: \$10,000 surety bond

Note: Private investigators cannot be "bill collectors" in this state.

Examination: None noted

Electronic Eavesdropping: Illegal in all states, but New York offers stronger penalties than most states for this violation. New York takes a *very* dim view of *any kind* of electronic eavesdropping. So, if you are willing to take the chance, you must be willing to pay the penalties.

NORTH CAROLINA

Address: Private Protective Services of North Carolina
3320 Old Garner Road
P.O. Box 29500
Raleigh, NC 27626-0500

Minimum Age: 18 (age of majority)

Experience: For investigator's license, three years of investigative experience in the last five years; or at least two years' experience within the last five years in an investigative capacity as a member of any federal law-enforcement agency, any state law-enforcement department, or any county law-enforcement or sheriff's department.

Insurance: Must provide for the following minimum coverage: \$50,000 because of bodily injury or death of one person as a result of the negligent act or acts of the principal insured or his agents operating in the course of his employment; subject to said limit for one person; \$100,000 because of bodily injury or death of two or more persons as the result of negligent acts; \$20,000 property damage as the result of negligence of the principal insured.

Fees: Initial application fee: \$75

A new or renewal license fee in an amount not to exceed \$30

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Application fee for armed private security officer fire-arm registration permit: \$50

Nonresident temporary permit fee: \$100

Private Protective Services Recovery Fund: This fund is set aside by North Carolina for the payment of claims where the aggrieved person has suffered a direct monetary loss by reason of certain acts committed by any person licensed. Fees are charged from licensees that go into this fund: Every licensee and trainee possessing a license or trainee permit, a one-time fee of \$50. When the fund falls below \$100,000, the board is authorized to assess the licensee only so much as will raise the level of the fund to \$100,000. This money is invested, and the proceeds deposited to the credit of the fund. Nonpayment to fund is grounds for revocation of license.

Trainees: Only five investigative trainees permitted at one time. Trainee must work under direction of a licensed private investigator at all times.

New Employees: Must be registered within five days.

Firearms: Approved training course necessary to carry firearms. Any arms carried by security guards must be .32 or .38. Firearms carried must be owned by the company; no privately owned weapons can be used.

Examination: Board *may* require a written or oral examination in individual cases.

NORTH DAKOTA

Address: State Highway Patrol
Capitol Building
Bismark, ND 585-0155

Minimum Age: 18

Experience: There are no stipulated rules and regulations governing related work experience for private investigator applicants at this time, although regulations concerning this matter are in the works.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Fees: Examination fee: \$50
PI license fee: \$100
Private security agency: \$50; renewal, \$200
Private security training certificate: \$5
Application for security system: \$50
Registration of the security system: \$100
Duplicate license fee: \$10

Examination: Covering the general knowledge of the principles of law, and certain chapters of the North Dakota Century Code. Examination consists of 50 essay-type questions. Estimated time of completion: 2½ to 3 hours.

Insurance: Surety bond: individual, \$5,000; agency, \$7,500

OHIO

License: Division of Licensing
Two Nationwide Plaza (Corner Chestnut & High
Streets)
Columbus, OH 43215

Age: No minimum age noted, but with experience required, age would be over 21.

Experience: Three years in a related field, with a detective agency, law-enforcement agency, etc.

Fees: Initial license fee: \$250
Yearly renewal fee: \$250
Examination fee: \$25
Registration charge per employee: \$18

Other: Other information pertaining to Ohio is applicable in general knowledge areas of this book: references, fingerprinting, insurance forms, etc. Pay special attention to general areas of sample examination samples.

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OKLAHOMA

Address: Finance and Revenue Department
City of Tulsa, OK 74119

Minimum Age: 18

Qualifications: Citizen of U.S. or lawfully admitted within United States. Applicant must not believe in or advocate overthrow of the government of the United States or the state of Oklahoma, nor be a member of any organization or group which believes in or advocates such.

Experience: No specific experience requirements are stated. However, the chief of police will take into consideration for licensing the number of years of experience the applicant has had as a private detective (with an agency) or in related fields.

Fees: Processing fee: \$20

Individual license fee: \$10

Agencies: \$10 per licensee, \$100 maximum fee paid by agency with ten or more licensees.

Security Guard License: Tulsa County Sheriff's Office Security Guard License is without cost.

References: At least three notarized affidavits to your good moral character from persons who have known you for at least three years but who are not related to you by blood or marriage.

Insurance: Bond is no longer required by Tulsa County for security guard license applicants. No insurance requirements noted for private investigators.

Examination: None

OREGON

Address: Department of State Police
107 Public Service Building
Salem, OR

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Regulations: Since there is no central licensing bureau for private investigators, county or city jurisdictions must be adhered to. Some municipalities have no regulations at all for private investigators, while others do have specific ordinances. In all cases, all business laws, fees and licenses must be obtained. Information must be obtained concerning firearms in each locality.

Negligence involving the use and carrying of weapons can be very costly in terms of prosecution from the local law-enforcement agencies. Make sure you fulfill all the qualifications concerning firearms before you even think of making a weapon part of your usual equipment.

PENNSYLVANIA

Address: Dauphin County Courthouse
Clerk of Courts Office
Front & Market Streets
Harrisburg, PA 17101

Age: 25

Citizenship: United States citizen

Experience: Applicant must have been regularly employed as a detective or shall have been a member of the United States government investigative service, a sheriff, a member of the Pennsylvania State Police, or a member of a city police department of a rank or grade higher than that of patrolman, for a period of not less than three years.

Fees: Individual: \$200
Corporation: \$300

Insurance: Corporate surety bond for \$10,000

License Duration: Two years

Examination: None noted

RHODE ISLAND

Address: Providence Board of Licensing
Room 113, City Hall
Providence, RI 02903

Minimum Age: 21

Related Work Experience: None

Insurance: \$5,000 surety bond

Fees: Not specified

Examination: None administered

PROFESSIONALISM

Keep in mind that obtaining a private investigator's license is just the first of many steps toward launching a long and profitable career, but in order for it to be so, you must always conduct yourself in a professional manner and avoid allying yourself with unsavory persons or techniques that can cause criticism to not only yourself but all of us striving to maintain a good public image for the highly trained professional private investigator.

SOUTH CAROLINA

Address: South Carolina Law Enforcement Division
P.O. Box 21398
Columbia, SC 29221

Age: 18

Citizenship: Citizen of U.S.

Experience: At least two years as a private detective with a licensed detective agency, or two years of experience as a supervisor or administrator in industrial security or with a licensed private security agency, or two years with the FBI or a police department.

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Fees: Private detective, initial and renewal: \$200 yearly
Private security, initial and renewal: \$200 yearly
Combination PI and security, initial and renewal: \$500 yearly
Registration fee for each employee: \$25

Temporary Employees: May be used up to ten times (per employee) without making application. Name, address, and birth date, along with identity and date of the special event must be submitted to SLED (South Carolina Law Enforcement Division) three days before event. Use of these employees costs \$1 per employee, per event.

Firearms Permit: \$20

Insurance: Surety bond of \$10,000 by a company authorized to do business in the state of South Carolina.

Special Training: The Division requires each licensed security company to send a representative to a training seminar. The training is comprised of 40 hours of instruction. That person shall then be considered the company training officer and will in turn train the company guards. Fee: \$60.

After licensing and all other requirements are met, a security officer shall have the same powers of arrest that a sheriff has, only on the property where he is working. Each security officer will be trained a minimum of four hours on law and arrest procedure, and will be issued a gun permit if trained an additional four hours in the use of handguns. The training shall be done by a company training officer who has completed the SLED school. A PI has no powers of arrest and may never carry or use firearms.

SOUTH DAKOTA

Address: Office of the Attorney General
State Capitol
Pierre, SD 57501-3215

OBTAINING YOUR PRIVATE INVESTIGATOR'S LICENSE

Regulations: There are no laws currently in force in South Dakota governing the areas concerning private investigators. Contact the local municipalities in which you plan to do business. Although no laws govern this area, obtaining adequate insurance (\$100,000 to \$300,000 general liability) cannot be stressed enough. Cost for this coverage is minimal considering the problems you can face should you generate a lawsuit or complaint against you or your methods.

TENNESSEE

Address: County Clerk of Courts
700 Second Ave. South
Nashville, TN 37210

Minimum Age: None specified by the state

Experience: None

Fees: \$70 yearly

Insurance: No specified amount of insurance is required by the state of Tennessee. This is left to the discretion of the licensee to supply adequate protection for both himself and the general public, should they suffer from his actions.

Examination: None given. However, the applicant should make himself aware of local statutes and obey ordinances such as pertain to all citizens.

Note: The applicant will be liable for any local fees charged by the municipalities for general business purposes.

GENERAL NOTE FOR ALL APPLICANTS

Most states will not consider the applicant for licensing if he has ever been convicted of a felony, particularly one of moral turpitude.

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TEXAS

Address: Texas Board of Private Investigators and
Private Security Agencies
P.O. Box 13509, Capitol Station
Austin, TX 78711

or

313 E. Anderson Lane
Suite 200
Austin, TX 78752

Minimum Age: 18

Citizenship: U.S. citizen

Experience: Three years of related experience. Manager must have two years of supervising experience.

Company Shareholders: Any shareholder with 25 percent or more interest in company must be on the application.

Letters of Recommendation: Letters from the sheriff's department and police department of the city and county wherein the applicant resides concerning the character of the applicant and containing any objection or recommendation as to his application must be submitted with application. Letter forms for these agencies are included in the application packet. Applicants who are not Texas residents may omit police and sheriff's letters.

Fees: \$100 application fee; investigator only, \$225; security only, \$225; combined, \$340

There is a \$7 charge for the rules and regulations concerning PI and guard licenses.

Insurance: \$10,000 surety bond *and* \$50,000 bodily injury, \$50,000 personal injury and \$25,000 property damage

Examination: None noted

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UTAH

Address: State of Utah, Department of Business Regulation
Division of Consumer Protection
Heber M. Wells Building
160 East 300 South
P.O. Box 5802
Salt Lake City, UT 84110

Regulations: This is another state where private investigators are not regulated on a state level. The local law-enforcement agencies in the area where the investigator will be located should be contacted.

VERMONT

Address: State of Vermont
Board of Private Investigative and Security Services
Pavilion Office Building
Montpelier, VT 05602

Age: 21

Experience: Two years of related experience

Insurance: \$25,000 surety bond

Fees: Application fee: \$50
License fee: \$10; renewal, \$100

Training Course: Applicant must complete training course approved by Vermont Crime Justice Training Council to carry firearms or have guard dogs—16 hours of "hands on" training.

Examinations: Separate exams are given for private detective and private security guard licensees. If you want both licenses, you must take and pass both exams. Two hours are allotted for each test.

Subject areas for private detective exam: Investigative techniques, rules of evidence, sources of information, public records in Vermont, legal aspects and the use of

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force, the Private Detective and Security Licensing Law (26 V.S.A. Chapter 59), tort investigation, criminal investigation.

Areas for private security guards: Security management, guard force operations, physical security, protection of sensitive information, legal aspects and the use of force, the Private Detective and Security Services Licensing Law (26 V.S.A. Chapter 59), security investigations.

Information Packet from Vermont: Includes complete list of reference material to study for examinations

VIRGINIA

Address: Commonwealth of Virginia
Department of Commerce
3600 West Broad Street
Richmond, VA 23230

Minimum Age: 18

Experience: Must have been employed in an investigative or supervisory capacity in a private security services business for a period of at least three years or in an investigative or security position in a supervisory capacity for at least three years with any federal, state, county, or municipal law-enforcement agency.

An associate degree in industrial security or a related field may be substituted for one year of experience and a bachelor degree in industrial security or a related field may be substituted for two years of experience.

The applicant must be actively engaged in the private security services business in Virginia for which he or she is a qualifying agent.

Qualifications: Three years of related experience; if a degree is held in a law-enforcement field, two years of that time is waived.

Fees: \$550 on application; renewal, \$550
Registration fee for each employee: \$30

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Insurance: Surety bond of \$25,000, or comprehensive general liability coverage of \$100,000 for bodily injury liability and \$300,000 for property damage liability

Reciprocal Agreement: Virginia has a reciprocal agreement regarding entry into the state in the cause of a case if that person is licensed in another state also with this agreement.

Compliance Agent: For your business to obtain PI licensing in Virginia, you must have a "compliance agent" living there.

Background Investigation: The department shall conduct a background investigation on each applicant: officers, partners and principals.

Examination: Covering knowledge of law and regulations

WASHINGTON

Address: State of Washington
Washington State Patrol
General Administration Building, AX-12
Olympia, WA 98504

Regulations: The state of Washington does not have rules or regulations governing private investigators. In Washington, the private investigator industry is regulated at the local level. Private investigators have the same rights as private citizens. PIs working in Washington are not required to do any more, or less, than the general public.

WEST VIRGINIA

Address: A. James Manchin, Secretary of State
The State Capitol
Charleston, WV 25305

Age: 18

Experience: Three years as a private detective or investigator as a member of a United States government investigative

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service, a sheriff or member of a city or state police department, or at least one year of training in investigative work at a college or university accredited by the state. Credit toward experience required also given for bachelor's degree, master's degree, work through extension or correspondence institution, or at least one year of supervised training in investigative work with a licensed private detective agency.

Fees: Individual license fee: \$50

Corporation license fee: \$100

License fee for nonresident: \$500

Insurance: \$2,500 surety bond

ID: All employees, both investigative and guard, must carry ID at all times.

Badges: No badges for private investigators; only guards may have them (uniformed personnel)

Examination: None mentioned

WISCONSIN

Address: State of Wisconsin

Department of Regulation & Licensing

PO Box 8936

Madison, WI 53708

Minimum Age: 18

Experience: Three years working in a related field or a law enforcement degree

License Duration: Two years

Badges: None permitted

Insurance: Surety bond, \$10,000 for corporation; individual, \$2,000

Weapons: You must be certified in order to obtain a permit for carrying a concealed weapon.

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Examination: Exam administered, 70 percent needed to pass. Study manual will be sent upon receipt of completed application.

Examination Fee: \$50

Subjects Covered in Exam: Wisconsin statutes and rules governing private detective agencies and private detectives, conduct reflecting on professional qualification. Criminal law and procedure, constitutional rights of suspects, limitations on a private detective's abilities to make arrests and conduct searches and seizures. Preserving and giving evidence, note-taking, report writing, testifying on depositions and in court. The preceding list of contents of the examinations were found in *Regulation and Licensing Chapter RL 3 Private Detective Licenses and Private Detective Agency Licenses*.

WYOMING

Address: Secretary of State
State Capitol
Cheyenne, WY 82002

Regulations: Private investigators and guard services are not regulated statewide in Wyoming. Information may be obtained by contacting the city clerk or police department of the city in which you plan to do business. (Addresses needed in various states available in public libraries)